



City Council Members (Elected Officials) OVERVIEW OF ROLES AND RESPONSIBILITIES

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The goal of this overview is to provide potential and current Council members with a reference document to help them better understand the many roles and responsibilities that the Council has towards the operations and management of the City of Sturgis. The dedication and commitment of our Council members are imperative to providing oversight and direction for our City's growth and prosperity.

PURPOSE & RESPONSIBILITIES

Council members act as a body when exercising their legislative duties, taking official action only by the passage or adoption of ordinances, resolutions or motions. Ordinances, resolutions or motions can only be acted upon by a quorum of the city Council members (again as a body) and only in a public meeting. All power and authority to set policy rests with an elected governing body, not individual members of the Council. The Sturgis City Council includes a mayor and eight members of the Council.

The elected Council members represent their wards within the city, bringing forward individual or group concerns to the entire elected body or the City Manager, as appropriate. Sturgis has four wards and two representatives for each ward. The Mayor serves at large and is elected by all voters, regardless of ward of residence. Under the City Manager form of government, the Mayor has a few additional duties, but generally has the same duties and responsibilities as other Council members.



The Council is responsible for developing the long-range vision for the community. It also established the policies that affect the overall operation of the city. The Council focuses on the city's goals, major projects, as well as long-term planning such as community growth, land use development, capital improvements, financing, and strategic planning.

Council also adopts an annual budget appropriating all funds and, as such, must approve all claims on the City's finances. Likewise, the Council must approve bids, contracts, and any other agreement that financially binds the City. Staff begins drafting the proposed budget in May and presents it to the Council in July for final approval by the second meeting in September. Additionally, Council also considers grant requests from local non-profit organizations in June as part of the budgetary process.

QUALIFICATIONS (*SDCL 9-10-4 and 9-8-1.1*)

- Candidates must be residents of the United States and live within the City limits.
- Except for the Mayor, Councilors must live and be registered to vote in the ward s/he represents.

Per City ordinance, Council members and the Mayor serve three year terms.

TERMS

Following the passage of ordinance 2010-02, Council members now serve for three year terms. Formerly, terms were of two year duration.

In the event that a Council member decides he or she is unable to fulfill the duties of their position, the Council member may formally resign from their elected position. In that case, the Council must choose to fill that vacancy through one of two methods: special appointment or special election. The requirements for filling a vacancy on Council are set forth in SDCL 9-13-14.1. In either case, the person filling the vacancy serves the remainder of the unexpired term.

COUNCIL'S INTERNAL OPERATIONS

At the first meeting in May (in election years, this is done after the newly elected Council members are seated), the full Council elects a President and Vice-President. These positions are held for one year.

Council meetings are conducted by the Mayor. In the Mayor's absence or temporary disability, the Council President serves as Mayor and conducts the meetings. The Council President also presides over the annual Board of Equalization. In the absence or disability of both the Mayor and President, the Vice-President shall perform the duties of the Mayor and President as well as conduct the meeting.

The Council has adopted Robert's Rules of Order, which are the formal protocols used to conduct the official business of the City. Resolutions are adopted and effective immediately upon the majority approval by the voting Council. Ordinances are the laws and regulations governing the City government. Ordinances must be read at two meetings in order to insure maximum public input prior to adoption. The ordinance can be amended or changed between first and second reading. After the successful second reading, the ordinance is published in the newspaper of record, currently the Meade County Times-Tribune. The electorate has 20 days following publication to bring the ordinance to a referendum (vote) otherwise upon the 21st day the ordinance becomes law.

When Council members have a quorum of members present and/or it wishes to take official action as listed on the agenda, the meeting must be public and as such is required to inform the public at least 24 hours prior to the meeting time. This is particularly important with email and electronic communication as Council must be careful not to meet nor take official action via email. Additionally, so long as it does not cause a quorum of Council members to be present at any non-Council meeting, other Council members may also attend meetings.

In order to avoid quorums and ensure that the Council is represented, the City Manager, with input from the Mayor, appoints the Council persons who will serve in the various roles described below. These appointments are generally announced at the first meeting in May.

The Council currently utilizes a "consent calendar" to streamline Council meetings. The Council recently directed staff to place more items of a non-controversial or routine nature on the consent calendar. The items placed on this calendar are approved as a group, without discussion. However, items can be removed at the request of a Council member for further discussion before a decision is made.

COUNCIL'S STAFF APPOINTMENTS

To ensure that its policies are carried out and that the entire community is equitably served, the Council appoints a City Manager on the basis of his/her education, experience, skills, and abilities (not their political allegiances). The Council's relationship with the City Manager is governed by SDCL Title 9-10. The Council works solely with the City Manager regarding administration and application of policy. (It is actually a Class 2 misdemeanor for any member of the governing body to give orders to any subordinate of the manager.) The Council is also responsible for supervising the manager's performance. The terms of the City Manager's employment is also governed by an employment contract as well (per ordinance).

The Finance Officer serves as the official record keeper and clerk for the Council. The Finance Officer records the official minutes and ensures that all resolutions and ordinances are properly

recorded. The Finance Officer is also responsible for the financial controls of the City. The Finance Officer also oversees utility billing. The terms of employment for the Finance Officer are also governed by an employment contract (per ordinance).

The City Attorney advises the Council on all legal matters. While the Finance Officer and the City Attorney works closely with the City Manager in the course of normal duties, the Council appoints the City Finance Officer and the City Attorney and oversees their performance. The terms of employment for the City Attorney are also governed by an employment contract (per ordinance).

The above staff appointments are noted annually in the minutes of the first meeting in May, as required by law following the seating of newly elected Council members.

The Council does not have a dedicated assistant.

REVENUE STREAMS

While the City has many revenue streams both large and small, the principal streams are property tax, sales tax, and Rally revenues.

There are two types of sales tax. First, there is the general sales tax. The City receives 2 cents for every sales dollar. By ordinance, the City has designated these monies for (i) to fund the general fund and (ii) to fund capital expenditures, land acquisition, debt reduction, increase reserves, and/or machinery and equipment purchases. These revenues are currently distributed between the General Fund and the #212 (Capital Improvements) account of the City's budget.

However, in the case of sales of food, alcohol, and hotel lodging, the City is returned an additional 1%. This additional 1% is called the Triple B (or the Special Sales Tax) and it can only be used to City promotions, buying land, and construction of a public civic building. This is allocated in the #211 account of the City's budget.

CHART OF ACCOUNTS (FINANCIAL OPERATIONS)

The City follows the guidelines of GASB (Governmental Accounting Standards Board) as well as the state's codified laws. The City is subject to state bid laws for projects costing more than \$25,000. For projects under \$5,000, Council policy mandates that departments solicit sealed bids in order to capture cost savings. Each department has its own account within the budget and they monitor expenses against the bottom line. At the end of the year, if necessary, budget supplements may be made. As an example, the City occasionally receives insurance money for unexpected damages to a vehicle or property and this money will be supplemented to the budget at the end of the year to cover the unexpected costs. The City uses the financial accounting system, **Caselle**, to pay bills, manage the sanitation and water billing, process payroll and manage business licensing. Staff has the ability to see their budgets (revenues and expenditures) real time using "Dashboard", an internet portal for Caselle.



City departments are funded either through enterprise funds or through the general fund. The Enterprise funds for the City of Sturgis are Ambulance, Liquor Store, Sanitation, Wastewater (Sewer), and Water. These funds (through the fees received service or through sales) are self-supporting entities. The Council has the option to use profits from these enterprise funds to make dividend payments to the General Fund.

The Government Finance Officers' Association recommends that the City have reserves of at least 2.5 months of general operating costs for each fund. The City has diligently worked the last few years to achieve this recommendation as reserves were drawn down significantly in recent years. This is a Council goal (not an ordinance). We currently have serves in the General Fund, Sanitation, Water, and Wastewater funds. We are still building them in Liquor and Ambulance.

The City has one Tax Increment Financing district (TIF#9 – Palisades) and is in the process of approving a second one at Exit 32. A TIF is a public financing method used for subsidizing redevelopment, infrastructure and other community-improvement projects. It uses future gains in taxes resulting from development in order to subsidize current improvements. These can be very controversial in nature. The City has had mixed results with past TIFs.

Another similar financing option is a BID (business improvement district) that is used in other cities in South Dakota. The City has one BID district for the downtown corridor. This is an on-going revenue source (whereas a TIF is exhausted once the improvements are paid for). The money earned through this additional tax is used to promote events, tourism and economic development in the district. This is charted as Fund #214 in our budget book. A Board appointed by the Council oversees the BID district and the allocation of some of the revenues.

The City is subject to an annual audit. The City's audit is currently provided by Ketel Thorstenson of Rapid City. The Finance Office coordinates the audit process. Once the audit is completed, the auditor meets with the City Manager, the Finance Officer, and the Mayor to discuss any findings. The Finance Officer also presents the audit findings to Council. We traditionally have had very favorable audit results, with very few significant findings.

LIQUOR LICENSING



State law establishes essentially eight different types of licenses:

1. Off-Sale
2. On-Sale
3. Airport
4. Convention Center
5. Dog Track
6. Malt Beverage
7. Wine
8. Full-Service Restaurant

Liquor licenses are limited based upon population. The City holds the only off-sale liquor license in Sturgis for the Sturgis Liquor Store. Renewals for malt beverage licenses happen July 1st and liquor and wine licenses on January 1st. The Council approves all license renewals. Council can only deny a renewal based on character or location.

Licenses are tied to the legal description of the property and are held by a specific business. Therefore, Council must approve the transfer of a license to another property and/or business. Licenses must be renewed annually.

The Council can also approve a special events license. The Sturgis City Council regularly addresses matters related to Liquor Licensing at its meetings.

COMMUNICATIONS

Council correspondence is sent and received electronically, either in the form of emails or downloads from the City website. While it is not required by state statute nor local ordinance, it is very useful that Council members have a working email address and a basic knowledge of computers. Printed packets can be made available at the Council person's request, but it is likely there will be a delay in getting information to the Council person if this is the sole method of communication with the Council person.

All Council persons have a mailbox at the Finance Office of Sturgis City Hall. Occasionally mailed correspondence is sent to this address, mostly in the form of magazines and catalogues. Council members are encouraged to stop by City Hall and check their mailboxes; however, any materials not picked up will be brought to the Council meeting for distribution.

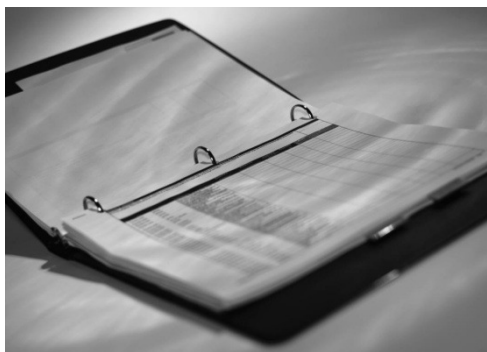
Staff Reports:

Each week Department Heads are required to provide a report to the City Manager outlining those initiatives and projects they and their staff have been working on in the past week. Additionally, if no work was done on something that is of great interest to the Council, this also may be indicated. Staff also provides relevant statistics about facilities or services provided to our residents. The City Manager provides an executive summary with the main highlights or concerns for the week. This is sent electronically to Council by each Saturday morning. The Council may also receive a summary from the weekly Department Head meeting where staff discuss the workweek's priorities and discuss any issues as a management group. On Council meeting Mondays, the staff also reviews and prepares for the Council meetings as well. The Mayor attends this meeting. In the past several years, the Council has also appointed a Councilor to attend this meeting.

Council packets:

The City staff provides a thorough informational packet on the Tuesday afternoon prior to the Council meeting. (The final agenda and informational packet is posted publicly on the Friday prior to the Council meeting.) This packet includes information on all the agenda items that Council will be asked to consider. Staff makes a recommendation for each item and prepares a short report to support the recommendation. This report attempts to provide a summary of the issue and states budgetary impacts, benefits and risks of the staff's recommendation, any alternative argument against the recommendation (devil's advocate), and any other information the Council should know prior to making its decision. The Council packet also contains a full copy of

any resolution or ordinance that Council is being asked to consider. This copy may be a red-lined version showing changes. While it is staff's intent to provide clear and concise information, occasionally a Council member may have further questions regarding an item and



may wish to contact the City Manager for more information. A link to Council packet is emailed to Council members.

It is important to note that in extremely limited cases complete information cannot be shared with Council. A common instance is with negotiations with economic development prospects. Due to the nature of economic development, confidentiality is strictly required by a prospect and often they will only allow two or three persons from the City to approach them so as to maintain the integrity of the relationship. For a developer or a potential business, confidentiality is essential to being able to successfully negotiate a 'deal' – they don't want information to leak out as it can change the playing field and/or tip off competitors. However, it is very important to know that in these cases Council has already provided policy direction which guides staff's actions prior to the initiation of such negotiations (i.e. what types of prospects will be considered, what the parameters of any deal negotiations are, etc.). And, upon successful negotiation, Council always has the responsibility to approve, reject or make a counterproposal for any such proposed contractual relationship. Staff will keep the Council informed of general work in such an area in order to assure Council that progress is being made. A briefing or update will likely be provided as part of an Executive Session, as permitted under SD Codified Law 1-25-2.



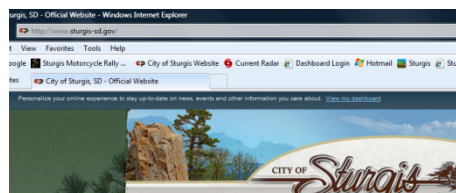
Public Information:

Council members are subject to the open records requirements of the State of South Dakota. However, state statute does allow the City to deny the release of some records or information under limited and special circumstances. Council members are subject to open record requirements but are also privileged to confidential and/or proprietary information. Questions regarding whether something is or is not an open record resides with the Finance

Officer in conjunction with the City Attorney. The Finance Office is charged with keeping all City records (both open and closed). It keeps the official minutes, ordinance books, contracts, deeds, etc. Public requests for records must be made to their office. Any time an open record request is denied, the Finance Officer must document the denial and the reasons for such.

City Website and SIP Publication:

In an effort to inform residents about the services, projects and initiatives of the City, the Council authorized the establishment of a website as well as a monthly newsletter. City staff maintains the comprehensive website designed to help visitors to locate information quickly and efficiently. Staff has been trained on the administrative back-end allowing for real time updates. Visitors can find contact information, project updates, forms, and up to date information. The City also maintains several social media accounts.



The monthly newsletter is the “SIP” or Sturgis Information Publication. Council members review the SIP prior to printing and may get questions immediately following the arrival of the SIP in residents’ mailboxes.

Public Hearings:

Many times the Council will conduct a public hearing as part of the regularly scheduled Council meeting. At the Council meeting prior to holding the public hearing, the Council must formally set the date/time for the public hearing.

EMERGENCY MANAGEMENT

While the Mayor has special duties in an emergency, the Council’s role is determined by the City’s Emergency Response Plan.

All members of the Council are required by FEMA to take Incident Command Structure (ICS) courses, ICS-100, ICS-200, and ICS-700. These classes can be taken online. Although it has not been strictly required in the past, more and more federal grants require that applicants show completion of this training by the governing body.



COMPENSATION AND BENEFITS

Council members receive a stipend for their services to the City. The annual total for 2015 is \$8,924 for Council members and \$21,781 for the Mayor’s compensation. Payroll is paid every other Friday as part of the City’s regular payroll processes. Pay is direct deposited into the account(s) of choice for each Council member.

Additionally, Council members are eligible to receive a life insurance policy in the amount of \$20,000 (\$2,000 for spouse and \$1,000 for each child between the ages of 6 months and 18 years). (There is a reduction in benefit for Councilors who are older than 65.)

Council members are covered by the City’s workers’ compensation carrier. Council members, when acting in their official capacity, are also covered by the City’s general liability insurance.

OUT OF POCKET EXPENSES

The Council has a nominal budget for travel, meetings, etc. On the rare occasion that Council members incur an expense, they may request reimbursement through the regular claims process. Reimbursements are subject to the City’s Purchasing Policy.

TRAVEL AND TRAINING COMMITMENTS

Occasionally, the Mayor or another designated member of Council may need to travel outside of Sturgis for a specific meeting or for a conference. Council does have a nominal travel budget, but travel by Council members is rare and must be approved by the Council in advance, in accordance with *Resolution 2010-24 City Council Travel Policy*.

Council members must submit a travel request (including the program / schedule) to the Mayor who can approve any expenses up to \$100. Approval by the majority of the



Council is required for travel and training expenditures above \$100.00 (with exception of the Mayor who must report any travel expenditures in excess of \$750).

MEETING ATTENDANCE COMMITMENTS

As Council sets the policy for the City, there are several times throughout the month where Council representatives attend meetings in order to provide input on policy direction for staff or to allow Council participation with non-City entities.

Council Meetings:

The City Council meetings are held the first and third Mondays of the month at 6:30 p.m. At the end of the meeting Council may move to go into "Executive Session" for one of the three reasons: Personnel, Legal and/or Contracts (per SDCL 1-25-2).

Occasionally, the Council will meet outside of this regular schedule for a special meeting or for a work session. As an example, Council may meet on the last Wednesday or Thursday of the calendar year to approve final claims for that budget year. Council may hold a goal setting session immediately prior to the regular Council meetings. These types of meetings or work sessions are still public meetings. While staff tries to determine a time most convenient for the Council members, each Council member is still 'served' with formal notice of the meeting. This is done by the method elected by each individual Council member (email, fax, or personal delivery).

Council Sub-Committees:

The Council currently has several standing sub-committees. The purpose of these meetings is to get an idea of the constituent and Council concerns as related to the topic. Staff then uses this information to finalize its proposals before the entire Council has an opportunity to review and consider the proposal. The topic is initially set by either the administrative needs of the City as brought forward by staff, the Council's request at a public meeting, and/or the Council's expressed goals.

The standing sub-committees are the following:

- Legal & Finance Committee: Address matters that may affect the budget and/or have a legal implication. As an example, Legal & Finance often deals with matters of economic development and contracts.
- Rally & Events Committee: Provide guidance on sponsorship opportunities and policy interpretation. Hear updates from Rally & Events Department on logistics and City planning as well as sponsorship fulfillment.

From time to time, Council may establish a sub-committee of short term duration to accomplish a specific goal (i.e. to review an ordinance or a Recruitment Committee for an appointed position).



City Boards & Commissions: The City has several Boards and Commissions established in accordance with City and state law. In accordance with State Statute 9-10, the City Manager makes all Board and Commission appointments.

- Forestry Committee
- Library Board
- Municipal Utility (Water) Board (MUB)
- Park Board
- Planning & Zoning Committee
- Sturgis Industrial Expansion Corporation Revolving Fund (SIECRF)

Several of these Boards serve as advisory to the Council (Forestry, Park, and Planning) while others have distinct statutory authority (Library and MUB). The meetings held by all these Boards and Commissions are open meetings. Their meetings are typically held monthly, but some may be held only as needed (i.e. Sign and SIECRF boards). One Council member is designated to attend each meeting as a Council liaison. This is a standing appointment to allow for continuity.

The Mayor and another Council representative are also designated to attend the weekly Department Head meeting.

The Municipal Utility Board was established by vote in 1979. The three person board is appointed by the Mayor for staggered six year terms. The Board is responsible for the Sturgis Water system. The relationship between the City and the MUB is codified in an Operating Agreement signed in December 2011. This contract was amended in 2014.

The Sturgis Industrial Expansion Corporation Revolving Fund (SIECRF) was established, through ordinance, for the purpose of making loans for the promotion of the City and economic development. The SIECRF Committee reviews the application for loan and then makes a recommendation to Council. This committee meets very infrequently.

The downtown Business Improvement District (BID) was formed in 2013 by City Ordinance to collect fees through a special assessment within this district. The money is used to promote public activities, beautification efforts and promotion of the area within the district. The BID Board consists of five owners of property within the BID who have been appointed by the City Manager.

Liaison to External Entities:

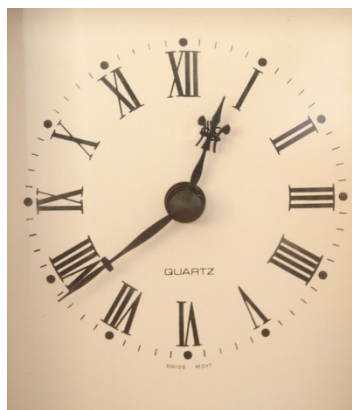
The City Council extends financial and other support to several entities. As such, it has seats on the Boards of several non-government entities. These seats may be filled by a designated Council member or a staff person.

- Black Hills Council of Governments
- Meade County Joint Communications Board (Dispatch)
- Sturgis Area Chamber of Commerce (SACC)
- Sturgis Economic Development Corporation (SEDC)
- Sturgis Motorcycle Rally, Inc (SMRi)
- Sturgis Motorcycle Museum
- Sturgis Rally Charities Foundation (SRCF)

ESTIMATED AVERAGE TIME COMMITMENT

It is estimated that each Council person will spend an average of 12 hours a week on formal City business. This estimate does not include time spent with constituents or working on a

specific constituent request with the City Manager as the time involved in meetings with and phone calls/emails from constituents is variable and impossible to predict.



Council will likely spend 1 hour reviewing the weekly staff report, which does not include any follow-up time that may be required.

The public portion of the Council meeting typically lasts from 75 minutes to 90 minutes. Executive Session, when held, typically lasts an additional 60 minutes. But occasionally, the public or executive portions of the meetings may last several hours. Additionally, for each Council meeting, there may be approximately 1 to 2 hours of preparatory work and reviewing the packet.

The sub-committee meetings and Board/Commission meetings entail an average time commitment of 75 minutes as scheduled plus approximately 1 hour of preparatory time.

CODE OF CONDUCT

The Council has not adopted a formal Code of Conduct to guide behavior by Council members. However, Council members can be removed in the middle of their term through a recall petition under the circumstances listed in SDCL 3-17-6. Unfortunately, constituents often expect Council members to give up, to a degree, their privacy since the Council members hold public office. Therefore, residents may not distinguish actions, statements, or opinions given in the capacity of a private person, believing those to be the person's official position. Therefore, Council members are urged to use caution in what they say and what they do, whether acting in their official capacity as a Council member or as a private citizen, as the public may not understand the distinction.

CONFLICTS OF INTEREST

Conflicts of interest, real or perceived, can arise and Council members may be required to abstain from participating in a discussion or casting a vote. This most frequently happens in the course of approving the claims. For example, if the Council member is affiliated with the business or organization receiving the payment, he or she may wish to abstain from voting on the payment of that particular claim. While staff cannot advise directly on how a Council member should deal with a potential conflict of interest, Council members are encouraged to speak to the City Attorney for guidance on relevant state law and City ordinance(s) as the Council member decides upon his or her course(s) of action.

SOUTH DAKOTA MUNICIPAL LEAGUE

The South Dakota Municipal League is a great resource for Council members. The South Dakota Municipal League was organized in 1934 as a nonpartisan, nonprofit association of incorporated municipalities in South Dakota. The League's mission is the cooperative improvement of municipal government in South Dakota.

The Municipal League hosts an "Elected Officials Workshop" each year. New Council members are encouraged to attend as this one day conference is designed to provide an overview to municipal government. Additionally, there is a meeting in August for the Policy Committee,

wherein the members determine the League's policy direction for the upcoming legislative session. Councils may submit proposals for the policy committee to review. (Further, should Council wish to have a stronger say in determining the League's policies, the Policy Committee is always interested in having new members.) The final policy is adopted at the League's annual conference in October – this guides the League's approach to the upcoming legislative session. Council members may wish to designate a representative to sit on the Policy Committee and/or attend the annual conference, budget permitting.

South Dakota municipalities have access to the League's strong research program and an effective legislative voice. As one example of the services the League provides is a calendar of those duties and responsibilities that the City is obligated to perform throughout the year. It incorporates the various statutory requirements into a consolidated grouping. While staff takes care of these duties on behalf of the Council, this calendar helps Council to understand the rhythms of the municipal calendar.

SOUTH DAKOTA MUNICIPAL LEAGUE

Their website is www.sdmunicipalleague.org.

APPENDIX A **COMMON ACRONYMS**

BB (or BB Cemetery) **Bear Butte Cemetery**

BID **Business Improvement District**

CC (or SCC) **Community Center**

EMT **Emergency Medical Technician**

A certified emergency responder trained to either the “advanced” or “paramedic” level. EMT-Basics are now being retrained to the national designation of EMT-Advanced. The City makes every attempt to staff a Paramedic and an EMT for shifts. However, occasionally two EMTs will be scheduled. Both are highly trained, but an EMT-Advanced cannot provide drugs, cannot start an IV, and cannot do advanced airway management.

GASB **Governmental Accounting Standards Board**

The City of Sturgis follows these protocols when budgeting and accounting for general ledger, accounts payable and accounts receivable.

GIS **Geographic Information Systems**

A sub-department of Public Works. GIS is a computerized mapping tool used for decision making and comprehending geography. GIS provides a framework for gathering and organizing spatial and related information so that it can be displayed and analyzed. It uses GPS data to locate City assets on a map.

GPS **Global Positioning System**

Devices provide the exact location and time information anywhere on Earth with an unobstructed line of sight to a GPS satellite. The City will use this to locate every asset (i.e. buildings, water mains, manholes, fire hydrants, etc.) and the GIS department can put this information onto maps.

HR **Human Resources**

IT **Information Technology**

LFC **Legal & Finance Committee**

Sub-Committee of Council that advises staff on legal, financial and economic development matters

MPB **Mountain Pine Beetle**

An internal acronym used often by City staff

MUB **Municipal Utility Board**

P&Z **Planning and Zoning**

ROW **Right of way**

SACC Sturgis Area Chamber of Commerce

This entity receives funding from the City through the #211 budget.

SDCL South Dakota Codified Law

These can be found at <http://legis.state.sd.us/statutes/TitleList.aspx>

SEDC Sturgis Economic Development Corp.

This entity receives funding from the City yearly through the #211 budget fund account.

SMR Sturgis Motorcycle Rally

SMRi Sturgis Motorcycle Rally, Inc.

This non-profit organization holds the trademarks for the Sturgis Motorcycle Rally. The City is licensed for the official sponsorships of the Sturgis Motorcycle Rally as well as for product lines sold at the Sturgis Liquor Store.

SIP Sturgis Information Publication

Monthly newsletter sent to all persons who have an active billing account

SVFD Sturgis Volunteer Fire Department

This entity receives funding from the City through the General Fund (Fire Department #4229).

TIF Tax Increment Financing

The City currently has 1 active TIF: TIF #9 (Budget Account #327). We are in the process of setting up another TIF on the south end of town.

APPENDIX B **DEPARTMENTS**

The purpose of this section is to provide a very brief overview of the various City departments. For more information on each department, please see each department's section on the City website (www.sturgis-sd.gov).

PUBLIC WORKS

The Public Works Department oversees Capital Improvements, Streets, Street Cleaning (Sweeping), Street Lighting, Snow removal, Stormwater (runoff and drainages), Wastewater (sewer system), Sanitation (garbage collection and the Rubble Site), Buildings Maintenance, and GIS. (This includes mechanics to keep all Public Works equipment operating.)



The Director coordinates all the major capital improvement projects the City is undertaking in order to manage contracts, process change order requests, etc. GIS provides a framework for gathering and organizing spatial and related information so that it can be displayed and analyzed. They work with City departments to create maps and they work with the County on joint City/County GIS initiatives.

The Sanitation Department collects garbage and household refuse along both residential and business routes. Garbage is hauled to Belle Fourche for disposal in their landfill. The City's Rubble Site only accepts construction and demolition debris, tires, and white goods. It does not accept household garbage. The Sanitation Department also participates in the Citywide Spring and Fall Clean-up Weeks.



The Wastewater department operates under permit from the state Department of Environmental & Natural Resources. The facilities include 3 ponds on City property behind Sturgis Brown High School as well as a 4th pond on land along Highway 79. The City irrigates the land surrounding pond 4 as a means to increase capacity in the ponds. The City is working to get a wastewater discharge permit for discharges into Bear Butte Creek when holding ponds (lagoons) are full as currently it can only do so under emergency conditions.

Director:	Rick Bush
Sanitation Superintendent:	Jay Johnson
Streets Superintendent:	Marty Plaggemeyer
Wastewater Superintendent:	Mike Plaggemeyer
GIS Coordinator:	Laura Swanson
Office hours:	1057 Dudley Street
	Monday through Friday, 8:00am to 4:00pm
	(605) 347-3916

WATER

The Water Department is a stand-alone Department within the City. It is governed by the Municipal Utility Board (MUB), which was established in 1979 by a vote of the residents. The MUB has an operating agreement with the City to delineate responsibilities of each party.

Superintendent:	Dale Olson
Water (Crew) Supervisor:	Brad Deutsch
Office:	1040 2 nd Street, Suite 103 Monday through Friday, 8:00am to 4:45pm (605) 347-4422

PUBLIC SAFETY

The Sturgis Police Department consists of the Chief of Police, the Assistant Chief, 10 Patrol officers, 2 Detectives, 1 School Resource Officer (part-time), 1 Animal Control Officer, 1 Animal Shelter Tech, and 1 Records/Office Manager. The Police Department Mechanic is shared with the Parks Department and the Water Department. The Meade 46-1 provides 9 months of funding for the School Resource Officer, who works in the schools. The Animal Shelter is located on Otter Road and takes in animals from the City and Meade County. It does not receive county funding. The Police Department increases staff during Rally hiring both certified officers to patrol as well as non-certified security guards.

Chief:	Chief Jim Bush
Assistant Chief:	Geody Vandewater
Facility:	1400 Main Street Co-located with the Sheriff's Office & Meade County Jail (605) 347-5070
Office / Investigations:	Monday through Friday, 8:00am to 4:00pm
Patrol:	24 hours a day, 7 days a week



The Sturgis Ambulance Service provides around the clock emergency response to the City of Sturgis as well as outlying areas. The Ambulance also provides medical transfer service between Fort Meade and Hot Springs or to the Rapid Regional system. They also provide transfer service from Sturgis Regional Hospital to Rapid City Regional hospital. Staff consists of the Ambulance Director, 8 full time paramedics, 1 half time Billing/Coder – Paramedic, 4 half time EMT-Bs, 1 half time EMT-I (all with benefits) as well as many dedicated part-time EMT-Basics and Paramedics. The City regularly staffs two and even three crews during peak hours. When the schedule crews are out of town (i.e. on a call or on a transfer), the City will always have a “standby crew” to handle any emergency calls while the primary crew is out of town. The City’s relationship with Fort Meade is very important to the viability of the Ambulance Service. The Ambulance Service is an enterprise fund and is not subsidized by taxpayers. Dr. Michael Hogue, MD with Sturgis Regional Hospital currently serves as the Medical Director for the Service.

Director:	Shawn Fischer, CC Paramedic
Facility:	1901 Ballpark Road (605) 347-5801
Office:	Monday through Friday, 8:00am to 5:00pm
Emergency Response:	24 hours a day, 7 days a week (Advanced Life Support)

The Sturgis Volunteer Fire Department handles fire response within the City limits. The City provides financial resources, liability and worker's compensation insurance coverage, and building space. The Administrative Assistant for the Ambulance provides nominal administrative support and answers questions for visitors. The City has a Contract for Services in place with the Sturgis Volunteer Fire Department (SVFD). The mechanic for the Ambulance Service is also available to assist with vehicle repairs.

Fire Chief:	Chief Tom Trigg
Assistant Chiefs:	Shawn Barrows & Scott Lensegrav
Facility:	1901 Ballpark Road (605) 347-5801
Office:	Monday through Friday, 8:00am to 5:00pm
Emergency Response:	24 hours a day, 7 days a week

PARKS AND RECREATION

The City has various departments that provide recreation opportunities to residents.

The Parks Department oversees the athletic fields (including those at Fort Meade), city parks, recreational trails system, Fort Meade's Barry Stadium, Sturgis Fairgrounds facility, and the Bear Butte Cemetery, totaling more than 100 acres of land. The Parks Department is also very involved in the logistical set-up for events throughout the summer. They also work closely with Main Street Beautification efforts (i.e. pocket parks). There are 6 parks with play structures and facilities, with a 7th being built in 2015. There are more than 10 miles of bike paths/recreational trails that the Parks Department maintains.

Director:	Gene Stock
Office:	1920 Ballpark Road Monday through Friday, 8:00am to 4:00pm (605) 347-9018

The Community Center includes operations at the Armory (Auditorium) on Main Street and assists with the Fort Meade softball fields. They operate various youth sports programs (volleyball, basketball, tennis, and football) as well as adult leagues (softball). They host a variety of classes from swimming lessons and land/water aerobics as well as yoga and kick boxing. They also have the state certified after school and summer Fun & Fitness Program. They frequently partner with the school district and community arts groups.



Director:	Rod Heikes
Recreation Director:	Tyler Kaitfors
Facility:	1401 Lazelle Street Monday through Friday, 5:00am to 9:00pm Saturday, 8:00am to 8:00pm (5:00pm in summer) Sunday, 12:00pm to 8:00pm (5:00pm in summer) (605) 347-6513

The Sturgis Public Library provides residents of Sturgis, Meade 46-1 School District, and Meade County with access to print materials, media, internet & computer access, art and various programming. They work to bring traveling exhibits to Sturgis. The Library provides library services to the rural schools under contract with Meade 46-1 School District. The Library has book drop locations in Union Center and Summerset. The Library currently receives funding from Meade County School District and Meade County and is overseen by the Library Board.



Director:	Julie Moore-Peterson
Assistant Director:	Valerie Martin
Facility:	1040 2 nd Street (Suite 101)
	Monday through Thursday, 8:30am to 7:00pm
	Friday: 8:30am to 5:00pm
	Saturday: 8:30am to 4:00pm
	Closed Sundays
	(605) 347-2624

The Rally & Events Department oversees all aspects of the planning for the Sturgis Motorcycle Rally. They work closely with the Sponsorship Agent (Legends). At their window and via telephone and email, they work closely with vendors. They manage the official Rally website as well as the private housing advertising. The Rally & Events Department is responsible for coordinating sponsorship fulfillment – buying and hanging banners, contracting food services, coordinating staffing, etc. They also ensure that Information Booths and Media Center sites have up to date and accurate information to share with visitors. The Rally & Events Department also serves as the liaison to organizations and individuals planning events in our community. She processes requests to use City property (from street closures to bleachers to additional garbage totes) and solicits staff feedback. Council is briefed on requests to use City property at Council meetings.

Director:	Brenda Vasknetz
Facility:	1040 2 nd Street (Suite 104)
	Window open Monday through Friday, 9:00am to 4:00pm
	Staff is there Monday through Friday, 8:00am to 5:00pm
	(605) 720-0800

LIQUOR STORE



The City of Sturgis has the only offsale Liquor license in the City of Sturgis and, therefore, operates the Sturgis Liquor Store. This is a traditional retail operation complete with advertising budget and inventory to manage. Shoppers come from communities throughout the Hills and prairies to shop our selection. Although periodically the community will raise the question of privatizing this enterprise fund, in reality the on-going loss of revenue to the general fund that is provided by an annual dividend would be difficult to offset. The new Liquor Store was completed in 2011.

General Manager:	Tom Ferguson
Assistant Manager:	Joe Rogers
Facility:	1075 Lazelle Street
Hours of Operation:	Monday through Saturday, 8:00am to 10:00pm Sunday, 10:00am to 8:00pm (605) 347-5983

CITY ADMINISTRATION

The City Manager handles all aspects of administration for the City of Sturgis. All Department Heads report to the City Manager (with the exception of the City Attorney and the Finance Officer). He ensures that the City staff implements the policies instituted by Council. The Legal and Developmental Specialist is supervised by the City Manager. This person assists the City Manager and City Attorney with City policy, ordinance, or title creation and modification. She also assists the City Attorney with research, tickets and court scheduling, correspondence and City contracts. As time permits, she assists the Planning and Permitting department as well as other departments as needed.

The Planning and Permitting Department consists of the following sub-departments: Building Inspections, Planning & Zoning and Code Enforcement. The Code Compliance Officer responds to concerns that affect the quality of life within in the City (overgrown lots, and inoperative vehicles, maintenance of structures, illegal signs, and public nuisances). The Code Compliance Officer also coordinates with other Department Heads to ensure the City's planning for emergency situations and supervises and assists the Building Inspector. The Building Inspector monitors all construction, alteration, removal, and/or demolition of buildings and structures within City limits as well as FEMA compliance. Variances, Use on Reviews and other zoning requests are handled through the Planning and Zoning office within this department. The Public Information Officer handles different aspects of communications to residents and media.

Code Enforcement/Inspection Co-ord.:	Dave Smith
Building Inspector:	Scott Rovere
PIO/Planning & Zoning:	Christina Steele
Office:	1040 2 nd Street, Upstairs Monday through Friday, 8:00am to 5:00pm (605) 347-4424

The Finance Office processes all payments for the City of Sturgis, including utility billing. All payments (claims) as well as any money received are accounted for through their office. They ensure that staff follows budget and purchasing policies. They process bi-weekly payroll for all City staff. They also handle all aspects of document retention and ensuring the City complies with open records. They manage the annual municipal election processes (as well as any special elections coming as a referendum). They process all liquor and malt beverage licensing. The Finance Office works with the City's independent auditors to ensure our accounting practices comply with GASB. The Finance Office currently handles the monthly utility billing for the Water, Sanitation and Wastewater Departments.

Finance Officer:	Fay Bueno
Deputy Finance Officers:	Ann Bertolotto & Jeanie Shyne
Billing Coordinator:	Elaine Rix-Wolken
Office:	1040 2 nd Street, Suite 103 Monday through Friday, 8:00am to 5:00pm (605) 347-4422

The City has an in house attorney. The City Attorney is closely involved in any litigation which may involve the City. The City Attorney is charged with identifying areas of legal and liability risk for the City. This office also prosecutes any City ordinance violations. This department also drafts ordinances and reviews any contracts to which the City may be a party (especially sponsorship contracts). This position also works closely with the Finance Office on open records as well as Human Resources Coordinator.

City Attorney:	Greg Barnier
Office:	1040 2 nd Street, Upstairs Monday through Friday, 8:00am to 5:00pm (605) 347-4422

The Human Resources Coordinator manages recruitment and hiring, employee relations, benefits, employee discipline, and employee performance. The HR Coordinator also handles risk services for the City – coordinating liability claims against the City as well as researching areas where the City may wish to purchase supplemental coverage. The HR Coordinator in conjunction with the Community Development Director currently oversees information technology and our relationship with third party IT consultant, Double Star Computing).

HR Coordinator:	Lisa Katzenstein
Office:	1040 2 nd Street, Upstairs Monday through Friday, 8:00am to 5:00pm (605) 347-4422

OTHER

The Sturgis Municipal Airport is managed through a services contract with C&B Aviation (Jerry Burnham). The City has very little oversight of operations at the airport. In 2009 and 2010, the City recently reconstructed the apron and runway as well as redid the perimeter fencing through FAA grants.

APPENDIX C
LIST OF CURRENT BOARD AND COMMISSION MEMBERS
(AS OF DECEMBER 2014)

Park Board

- Keith Smit – President (2017)
- Bill McKee – Vice President (2017)
- Janine Short (2016)
- Tom Hermann (2015)
- Kelly Vasknetz (2017)
- Angie Shideler - Secretary

Planning and Zoning Commission

- Judy Hughes - Chairwoman (2020)
- Kyle Treloar (2019)
- John Gerberding (2019)
- Tammy Bohn (2018)
- San Monahan (2016)
- Suzanne Olson (2015)

Forestry Board

- Bill McKee- - Chairman (2019)
- Aaron Jordan (2017)
- Ken Meirose (2018)
- Ron Waterland (2019)

Municipal Utility Board

- Mark Carstensen (2018)
- Dan Mayer (2020)
- Ken Sabers (2016)

Sturgis Public Library Board of Trustees

- President: Bruce McFarland (2016)
- Vice President: Terry Hermann (2015)
- Treasurer: Cathie Anderson (*Meade 46-1 School District Representative*)(2015)
- Lance Scherer (*Meade County Representative*)(2016)
- Kristi Palmer (*Meade County Representative*)(2016)
- Bob Mechling (*City Representative*) (2016)
- Marcia Johnston (*City Council Representative*)(2015)
- Ken Howell (*City representative*)
- Library Director/Board Secretary: Julie Moore Peterson

Downtown BID District

- Rosemary Roth (2017)
- Jason Fields (2017)
- Rod Bradley (2016)
- Ken McNenny (2016)
- Adam Martin (2016)